

# Total Workforce Management Services (TWMS) Quick User Guide

*Command Check In/Out*



*Periodic updates to the Check In/Out module may not be reflected in this document.*

# Command Check In/Out - Summary

The Command Check In/Out module in TWMS will track your employees as they arrive and leave your command and will notify personnel responsible for areas that affect an employees' check in/out. There are three components to this module:

**(1) Creating and managing the routing sheets required for each UIC in your scope of access.** An extensive list of standard functional areas used on a routing sheet will be available to select from. You can also add other functional areas unique to your command. For each functional area you will determine if it's part of the check in process and/or check out process, and which type of employees (Active Duty, Civilian, etc.) it applies to. An optional "phasing" number can be applied which will determine the number of days when the POC(s) for the functional area will be notified before or after the employee checks in or checks out. In this component you will also manage the email addresses of the POC(s) associated with each selected functional area.

**(2) Creating and initiating a check in/out record for a designated employee.** The Programs of Record (POR) feeding TWMS can automatically create a check in/out record for your civilian and military employees as they arrive and leave the UICs in your scope. Contact your local TWMS POC to have your UICs included in this automated process. In this component you will be able to search for employees within your scope and then create and initiate a check in/out record for them prior to or instead of any of the resulting POR feeds.

**(3) Creating a new employee.** This component allows you to create an employee record in TWMS.

# Accessing the Employee Check In/Out

To access the Command Check In/Out module in TWMS\*:

1. From the Home Page click on the **Tools/Functions** button on the Actions Menu.
2. From the Tools/Functions display choose the **Employee Check In/Out** button located under the Workforce Management Tools area.

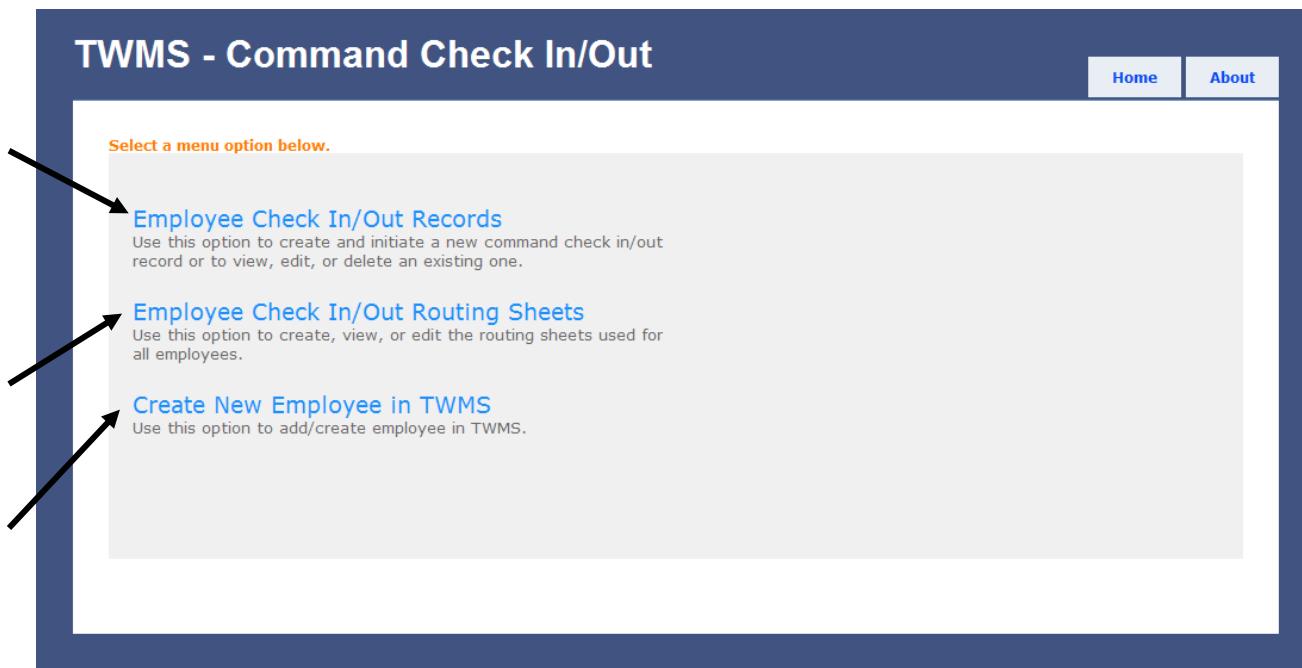


*\*You must have the appropriate permissions to view and manage the Employee Check In/Out module.*

# Accessing the Employee Check In/Out

The Command Check In/Out Main Window will open displaying three options.

- 3a. Click here to initiate a new check in/out record or to view existing check in/out records.
  
- 3b. Click here to create or edit your routing sheets and to manage the email addresses associated with them.
  
- 3c. Click here to add/create employee records in TWMS.

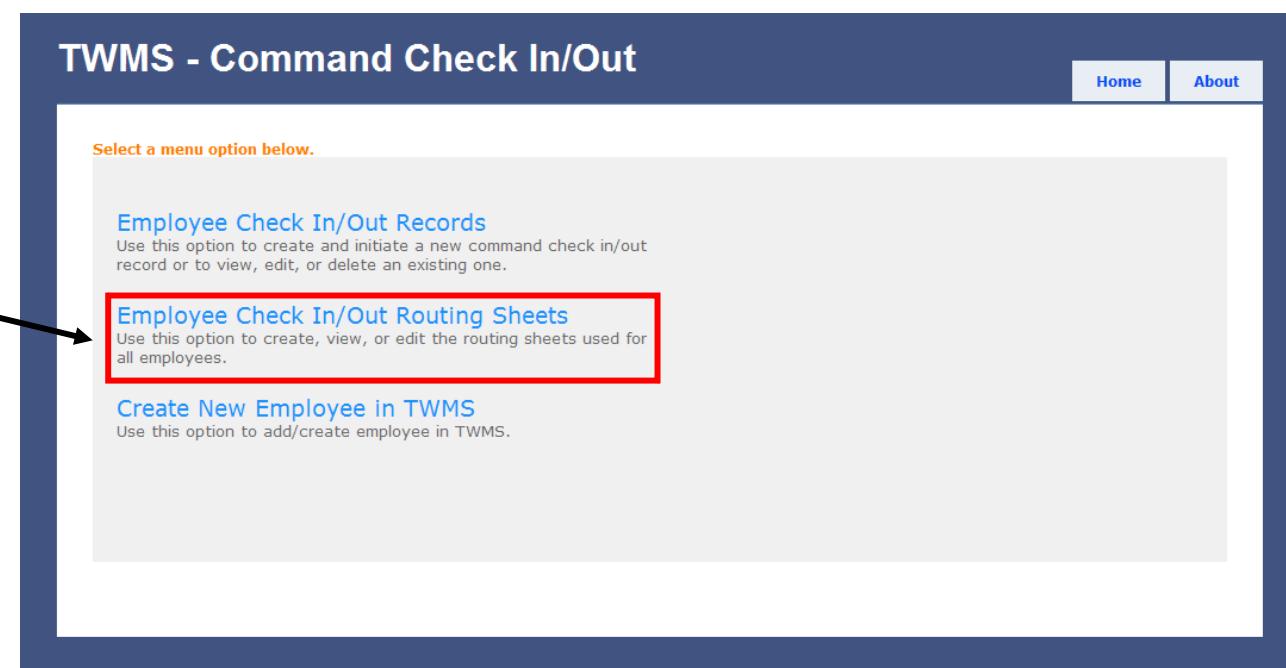


# Creating a Check In/Out Routing Sheet

A routing sheet must be created for each UIC and will determine the functional areas where all employees in that UIC will need to visit upon checking in or checking out of their command. An email will be sent to the POCs of each functional area notifying them of the employees that will be checking in or checking out. You will be able to create a different routing sheet for each employee type belonging to the same UIC.

To create a Check In/Out routing sheet:

1. Click the **Employee Check In/Out Routing Sheets** link from the Check In/Out Main Window.



# Creating a Check In/Out Routing Sheet

**Click here to expand/collapse the instructions for this page.**

2. Enter the numeric characters of the UIC until it displays. This is the UIC you will be creating a routing chain for.
3. Select the UIC from the results of your search.

**TWMS - Command Check In/Out**

**Check In/Out Routing Sheets**

**Instructions:**

**Routing:**

1. Enter the numeric characters of the UIC in the UIC field below until you can select it from the resulting list. Only the UICs within your scope will be displayed.
2. Select a Status from the dropdown as necessary. The selected status will display only those Functional Areas having that status. If this is a new routing sheet, select ALL to view all Functional Areas. "Active" Functional Areas are those that contain at least one email address of a POC, "Inactive" ones do not.
3. Select an Action Owner from the dropdown as necessary. The default selection is "ALL". Selecting an Action Owner will display only those Functional Areas corresponding to that Action Owner.
4. For each Functional Area, select or enter the POC email address by clicking either the "Select Email" link and searching for the individual's email address in TWMS or manually entering the email address in the email address text box. Separate multiple email addresses by a semicolon.
5. For each Functional Area, select whether it will be used for Check In, Check Out, or both.
6. For each Functional Area, select the appropriate employee type(s).
7. Click "Save Changes".

**Phasing (optional):**

Phasing will allow you to schedule and automate notifications to POCs relative to the employee's Check In/Out date.

1. Click the "View/Edit Phase Notification Criteria" link (below) to set up the notification criteria for each phase.
2. Follow the written instructions displayed in the new window.
3. Add the appropriate phasing number to the Check In and/or Check Out process for each Functional Area that requires it.

**Exporting:**

1. Select the status of the functional areas you want to export and then click the "Show Routing" button.
2. Click the "Export to Excel" button.
3. Open or Save the resulting Excel spreadsheet.

**Select**

**UIC:**

DEMO1 : COMMANDER, NAVY APPLICATION DEMO COMMAND
--

# Creating a Check In/Out Routing Sheet

After selecting a UIC you will then be able to identify the Functional Areas associated with a check in or check out record for those employees belonging to this UIC.

*Note: The default status for the "Functional Area Status" is always set to **Active**.*

4. For a new routing sheet you must select the Status **ALL** to view the standard list of Functional Areas.
5. Click the **Show Functional Areas** button.

The screenshot shows the 'TWMS - Command Check In/Out' application. The main title bar has 'Home' and 'About' buttons. The sub-section title 'Check In/Out Routing Sheets' is displayed. The interface includes a 'Select UIC' field containing 'DEMO1', a 'Search by' field, and a 'Functional Area Status' dropdown menu. The 'Functional Area Status' dropdown is open, showing 'Active' and 'Inactive', with 'ALL' selected and highlighted in red. Below the dropdown is an 'Action Owner' dropdown. At the bottom of the form is a red-bordered 'SHOW FUNCTIONAL AREAS' button. The footer of the page includes links for 'View/Edit Phase Notification Criteria', 'Export To Excel', 'Add Functional Area', and 'Save Changes', along with the text 'Functional Areas & POC Emails for UIC DEMO1'.

# Creating a Check In/Out Routing Sheet

A standard list of functional areas, listed in alphabetical order by Action Owner, will now be available for you to select from for this routing sheet. You can also create others that are unique to your command. For each functional area relevant to this UIC, there are three things you must do. (1) enter the POC email address, (2) select whether it will be used for Check In, Check Out, or both, and (3) select the appropriate employee ~~time(s)~~. An optional phasing can also be applied.

6. For the selected functional area, manually enter or click the **Select Email** button to populate the POC's email address.

7. Select or deselect the checkboxes relevant for this functional area.

8. Click the **Save Changes** link.

9. Repeat steps 5 - 7 for each functional area you want included in the routing

Functional Areas & POC Emails for UIC DEMO1									
						View/Edit Phase Notification Criteria   Export To Excel   Add Functional Area   <b>Save Changes</b>			
Action Owner	Functional Area	POC Email	Check-IN	Check-In Phase (Optional)	Check-OUT	Check-Out Phase (Optional)	CIVILIAN	MILITARY	CONTRACTOR
Command Admin	XO (By Appointment Only)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Action Owner	Functional Area	POC Email	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DeersRapid/Local PSD	CAC Card	passdecalINBSD@navy.mil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Action Owner	Functional Area	POC Email	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emerg Mgmt	Operation Prepare	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# Adding Non-standard Functional Areas

Sometimes there will be functional areas in your local command that you don't see listed. TWMS allows you to easily add these non-standard functional areas to the routing sheet.

*Note: Once a functional area has been saved, its status will now be active.*

To add a non-standard functional area to the UIC's routing sheet:

1. Click the **Add Functional Area** link.

**TWMS - Command Check In/Out**

**Check In/Out Routing Sheets**

Instructions:

Select UIC  
DEMO1

Search by

Functional Area Status:

Action Owner:

Functional Areas & POC Emails for UIC DEMO1

Action Owner	Functional Area	POC Email	Check-IN	Check-In Phase (Optional)	Check-OUT	Check-Out Phase (Optional)	CIVILIAN	MILITARY	CONTRACTOR	NAF
DeersRapid/Local PSD	CAC Card	<input type="text" value="passdecalNBSD@navy.mil"/> <input type="button" value="Select Email"/>	<input type="checkbox"/>	<input type="button" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action Owner	Functional Area	POC Email	Check-IN	Check-In Phase (Optional)	Check-OUT	Check-Out Phase (Optional)	CIVILIAN	MILITARY	CONTRACTOR	NAF

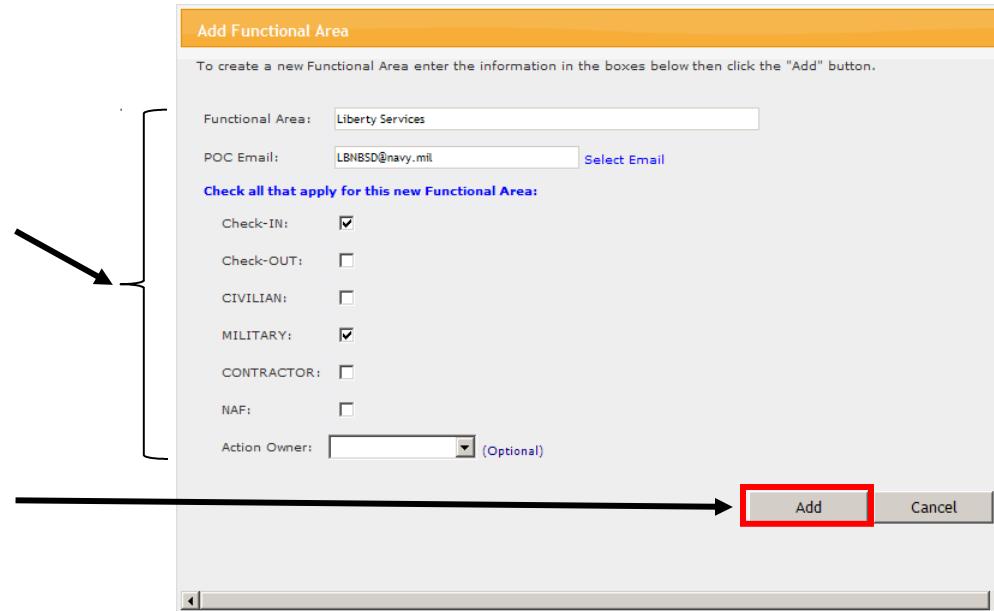
[View/Edit Phase Notification Criteria](#) | [Export To Excel](#) | [Add Functional Area](#) | [Save Changes](#)

**Add Functional Area**

**Select Email**

# Adding Non-standard Functional Areas

2. Enter the appropriate information for the new functional area.



Add Functional Area

To create a new Functional Area enter the information in the boxes below then click the "Add" button.

Functional Area:

POC Email:  [Select Email](#)

**Check all that apply for this new Functional Area:**

Check-IN:

Check-OUT:

CIVILIAN:

MILITARY:

CONTRACTOR:

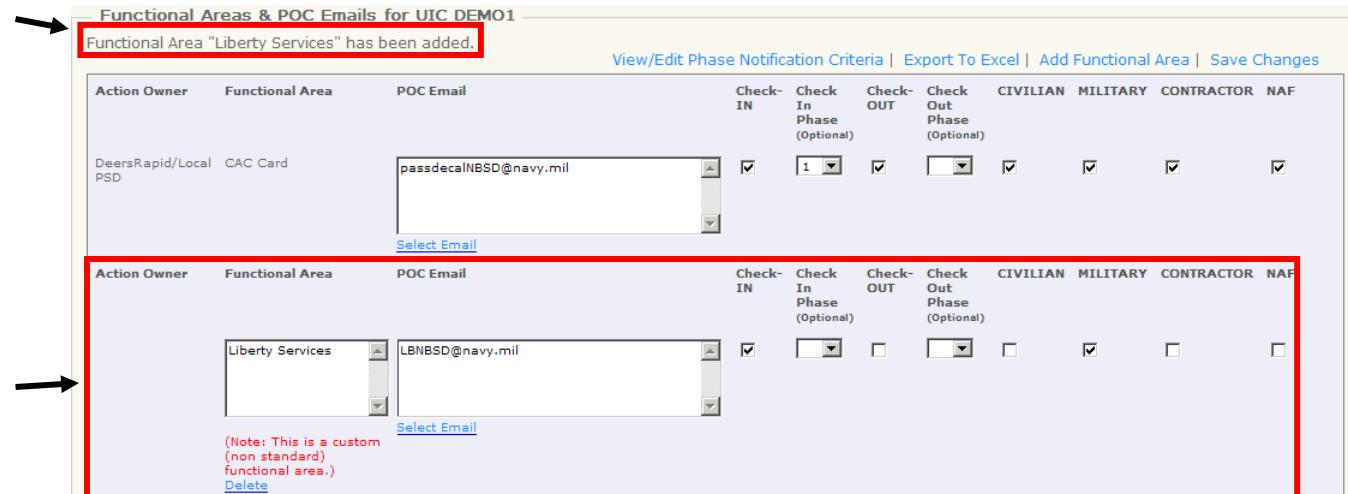
NAF:

Action Owner:  (Optional)

**Add** **Cancel**

3. Click the **Add** button.

**Feedback will let you know the functional area has been added.**



Functional Areas & POC Emails for UIC DEMO1										
Action Owner	Functional Area	POC Email	Check-IN	Check In Phase (Optional)	Check-OUT	Check Out Phase (Optional)	CIVILIAN	MILITARY	CONTRACTOR	NAF
DeersRapid/Local PSD	CAC Card PSD	<input type="text" value="passdecalNBSD@navy.mil"/> <a href="#">Select Email</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Liberty Services	<input type="text" value="LBNBSD@navy.mil"/> <a href="#">Select Email</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**This non-standard functional area will display just like the others. By definition, they will not have an Action Owner . You also have the ability to delete this functional area from the routing sheet.**

# Defining the Phasing of a Routing Sheet

In some cases, you may want email notifications sent out in phases to the various POCs of your routing sheet. These phases are defined by the number of days before or after a check in or check out date. After these phases are defined then you will be able to add phasing to any functional area within the routing sheet. You can define up to ten different phases, each identified by a phase number.

To define the phasing for a routing sheet:

1. Click the **View/Edit Phase Notification Criteria** link.

Functional Areas & POC Emails for UIC DEMO1										<a href="#">View/Edit Phase Notification Criteria</a>	<a href="#">Export To Excel</a>	<a href="#">Add Functional Area</a>	<a href="#">Save Changes</a>						
Action Owner	Functional Area	POC Email	Check-IN	Check In Phase (Optional)	Check-OUT	Check Out Phase (Optional)	CIVILIAN	MILITARY	CONTRACTOR	NAF									
DeersRapid/Local - AC Card PSD		passdecalNBSD@navy.mil	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
		<a href="#">Select Email</a>																	
Action Owner	Functional Area	POC Email	Check-IN	Check In Phase (Optional)	Check-OUT	Check Out Phase (Optional)	CIVILIAN	MILITARY	CONTRACTOR	NAF									
Liberty Services		LBNBSD@navy.mil	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
		<a href="#">Select Email</a>																	

(Note: This is a custom (non standard) functional area.)

[Delete](#)

# Defining the Phasing of a Routing Sheet

A new window opens that allows you to define, for each phase, the number of days before or after the POC will be notified of an employee check in or check out.

2. Select either the **Manage Check In Phasing** or **Manage Check Out Phasing** link.

*We will choose 'Manage Check In Phasing' for this example. The 'Manage Check Out Phasing' works the same way.*

3. Enter the number of days for Phase 1.

4. Select whether the number of days chosen corresponds to before or after the employee checks in.

5. Repeat steps 3-4, as needed, to define the phasing for Phases 2-10.

6. Click **Save Changes**.

Phasing Notification Criteria

Instructions:

- Select "Manage Check In Phasing" or "Manage Check Out Phasing".
- Enter the days in which Functional Area POCs within the selected Phase should be notified prior to or after employee has Checked In or Out. You only need to enter Phasing Criteria for phases that you wish to implement.

Select:  Manage Check In Phasing  Manage Check Out Phasing

Phase	Check In or Out	UIC	Notification Criteria
Phase 1	IN	DEMO1	Notify POC's 2 Day(s) <input type="button" value="Before"/> <input type="button" value="After"/> Employee Checks IN
Phase 2	IN	DEMO1	Notify POC's <input type="text"/> Day(s) <input type="button" value="Before"/> <input type="button" value="After"/> Employee Checks IN
Phase 3	IN	DEMO1	Notify POC's <input type="text"/> Day(s) <input type="button" value="Before"/> <input type="button" value="After"/> Employee Checks IN
Phase 4	IN	DEMO1	Notify POC's <input type="text"/> Day(s) <input type="button" value="Before"/> <input type="button" value="After"/> Employee Checks IN
Phase 5	IN	DEMO1	Notify POC's <input type="text"/> Day(s) <input type="button" value="Before"/> <input type="button" value="After"/> Employee Checks IN
Phase 6	IN	DEMO1	Notify POC's <input type="text"/> Day(s) <input type="button" value="Before"/> <input type="button" value="After"/> Employee Checks IN
Phase 7	IN	DEMO1	Notify POC's <input type="text"/> Day(s) <input type="button" value="Before"/> <input type="button" value="After"/> Employee Checks IN
Phase 8	IN	DEMO1	Notify POC's <input type="text"/> Day(s) <input type="button" value="Before"/> <input type="button" value="After"/> Employee Checks IN
Phase 9	IN	DEMO1	Notify POC's <input type="text"/> Day(s) <input type="button" value="Before"/> <input type="button" value="After"/> Employee Checks IN
Phase 10	IN	DEMO1	Notify POC's <input type="text"/> Day(s) <input type="button" value="Before"/> <input type="button" value="After"/> Employee Checks IN

Save Changes



# Applying Phasing to a Routing Sheet

For the functional area(s) that require phasing, simply choose the phasing number defined earlier either for the Check In process and/or the Check Out process.

To apply the phasing to a routing sheet:

1. For the selected functional area, select the appropriate phasing number for the Check In Phase and/or the Check Out Phase.
2. Repeat step 1 for other functional areas requiring phasing.
3. Click the **Save Changes** link.

Functional Areas & POC Emails for UIC DEMO1

[View/Edit Phase Notification Criteria](#) | [Export To Excel](#) | [Add Functional Area](#) | [Save Changes](#)

Action Owner	Functional Area	POC Email	Check-IN	Check-OUT	Check Out Phase (Optional)	CIVILIAN	MILITARY	CONTRACTOR	NAF
DeersRapid/Local PSD	CAC Card	<input type="text" value="passdecalNBSD@navy.mil"/> <a href="#">Select Email</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Action Owner	Functional Area	POC Email	Check-IN	Check-OUT	Check Out Phase (Optional)	CIVILIAN	MILITARY	CONTRACTOR	NAF
Liberty Services		<input type="text" value="LBNBSD@navy.mil"/> <a href="#">Select Email</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

(Note: This is a custom (non standard) functional area.)

[Delete](#)

# Exporting a Routing Sheet

TWMS allows you to export a list of functional areas for easy viewing. Only those functional areas currently selected will be exported.

To export a list of functional areas:

1. Select the appropriate status to view the list of Functional Areas you want to export.
2. To view only the Functional Areas corresponding to a specific Action Owner, select one from the drop down.
3. Click the **SHOW FUNCTIONAL AREAS** button.
4. Click the **Export to Excel** link.

**Check In/Out Routing Sheets**

Instructions: [?](#)

Select UIC: DEMO1

Search by:

Functional Area Status: Active

Action Owners: ALL

**SHOW FUNCTIONAL AREAS**

Functional Areas & POC Emails for UIC: DEMO1

Action Owner	Functional Area	POC Email
DeersRapid/Local PSD	CAC Card PSD	passdecalNBSD@navy.mil

View/Edit Phase Notification Criteria

**Export To Excel** Add Functional Area | Save Changes

Check-IN Phase (Optional):

Check-IN Phase (Optional):

Check-OUT Phase (Optional):

Check-OUT Phase (Optional):

CIVILIAN MILITARY CONTRACTOR NAF

# Exporting a Routing Sheet

5. Click **Open** at the dialog box.



*Displayed here is the Excel output of every active functional area for the selected UIC. For each functional area, the worksheet displays the email address of the POC. A "Yes" displayed in the Check\_In or Check\_Out columns denote that this functional area is used for both checking in and checking out employees. A "No" indicates this functional area is not used. Similarly, the "Yes" displayed in the remaining columns denote*

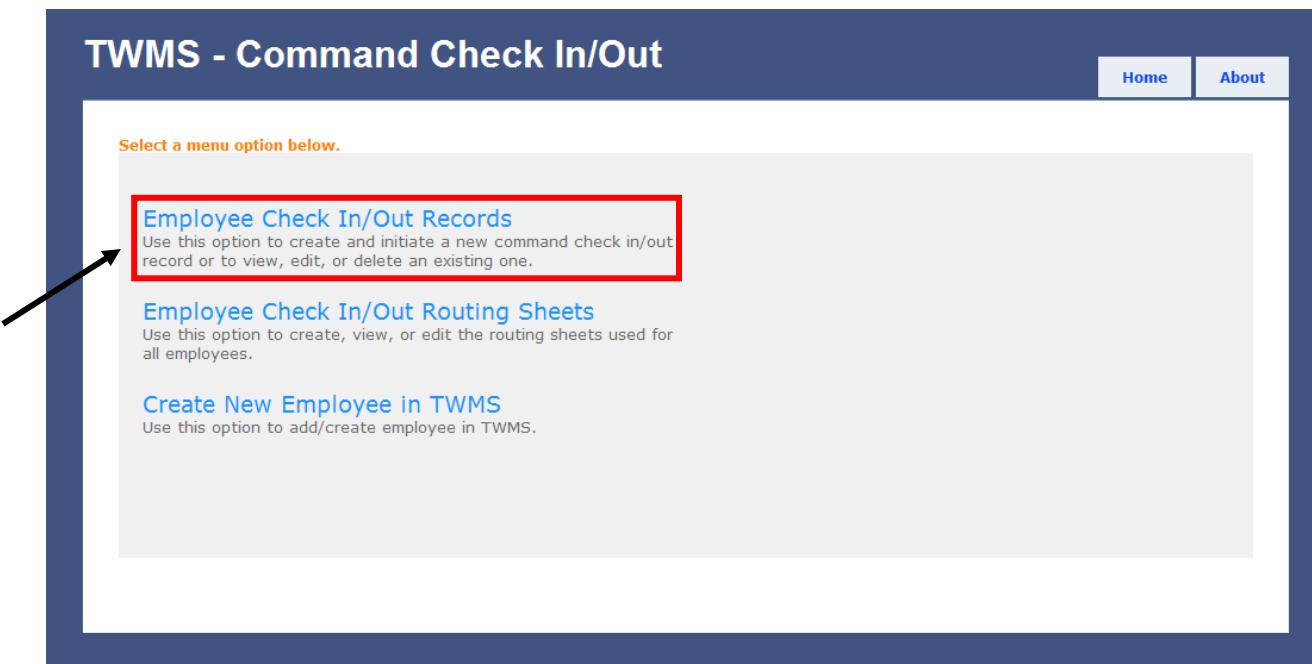
	A	B	C	D	E	F	G	H	I
1	Functional Areas For UIC: DEMO1								
2	** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **								
3	** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **								
4	UIC	Functional Area	POC_Email	Check_In	Check_Out	Civilian	Military	Contractor	NAF
5	DEMO1	CAC Card	passdecalNBSD@navy.mil	Yes	Yes	Yes	Yes	Yes	Yes
6	DEMO1	Liberty Services	LBNBSD@navy.mil	Yes	No	No	Yes	No	No

# Creating a Check In/Out Record

After a routing sheet has been created for a UIC you can then create Check In and Check Out records for employees within your scope. All Check In and Check Out records will use the routing sheet that corresponds to the employee's UIC.

To create a Check In/Out record for an employee:

1. Click the **Employee Check In/Out Records** link from the Check In/Out Main Window.

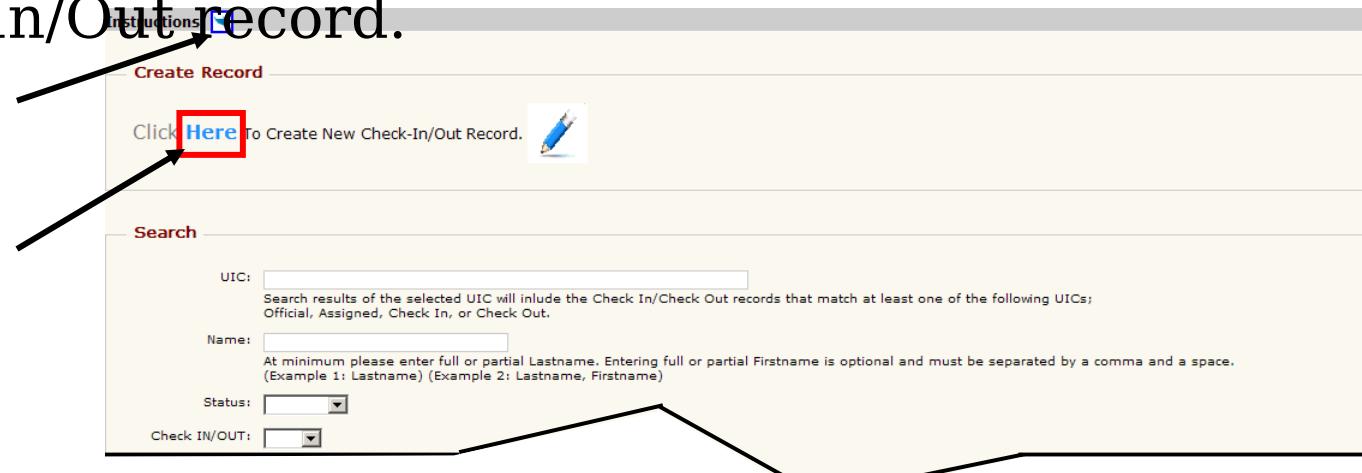


# Creating a Check In/Out Record

By default, all pending Check In/Out records already created for employee's within your scope will be displayed here. You can search for, edit, view, or delete any of these records or you can create a new Check In/Out record.

**Click here to  
expand/collapse the  
instructions for this  
page.**

2. Click the link to create a new Check-In/Out record.



Instructions 

**Create Record**

Click **Here** To Create New Check-In/Out Record. 

**Search**

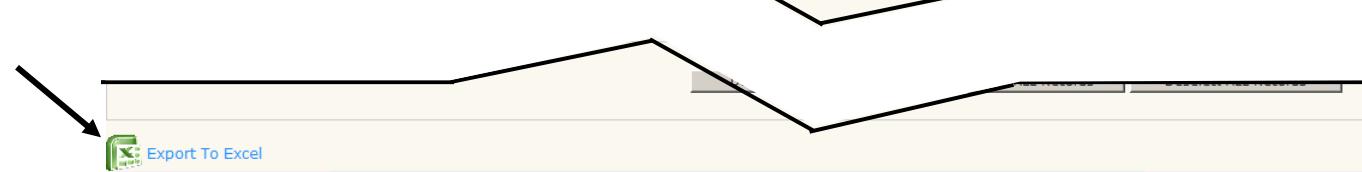
UIC:   
Search results of the selected UIC will include the Check In/Check Out records that match at least one of the following UICs; Official, Assigned, Check In, or Check Out.

Name:   
At minimum please enter full or partial Lastname. Entering full or partial Firstname is optional and must be separated by a comma and a space. (Example 1: Lastname) (Example 2: Lastname, Firstname)

Status:

Check IN/OUT:

**Click this link to export the list of currently displayed records.**

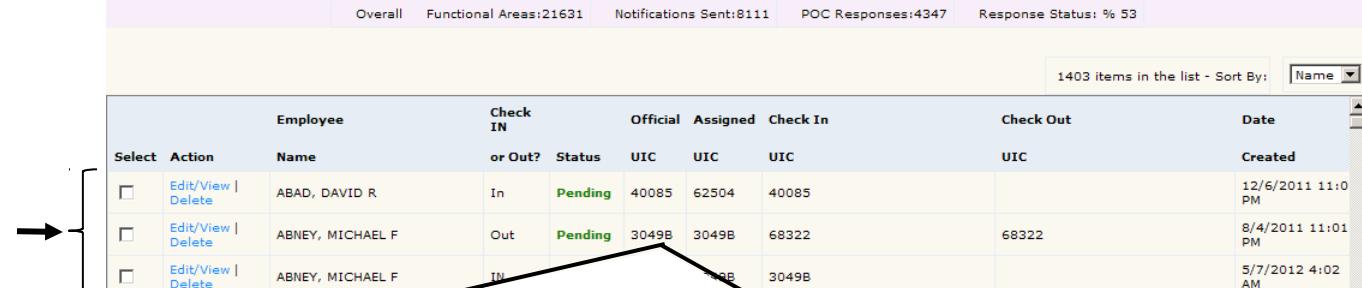


 **Export To Excel**

Overall Functional Areas:21631 Notifications Sent:8111 POC Responses:4347 Response Status: % 53

1403 items in the list - Sort By:

**The list of existing Check In and Check Out records are displayed here.**



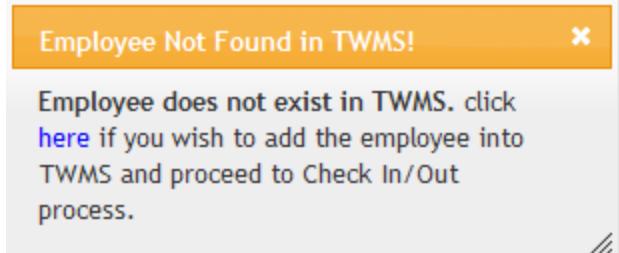
Select	Action	Employee	Check IN		Official	Assigned	Check In	Check Out		Date
			or Out?	Status				UIC	UIC	
<input type="checkbox"/>	<a href="#">Edit/View   Delete</a>	ABAD, DAVID R	In	Pending	40085	62504	40085			12/6/2011 11:0 PM
<input type="checkbox"/>	<a href="#">Edit/View   Delete</a>	ABNEY, MICHAEL F	Out	Pending	3049B	3049B	68322			8/4/2011 11:01 PM
<input type="checkbox"/>	<a href="#">Edit/View   Delete</a>	ABNEY, MICHAEL F	IN	Pending	3049B	3049B	3049B			5/7/2012 4:02 AM

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# Creating a Check In/Out Record

3. Enter the Last Name and the First Name of the employee and then click the **Search** button.
4. Click the **Select** link next to the employee's name.

*Note: If the employee is not found then you have the option to add the employee to TWMS. Click the **here** link, select the employee type, complete all the fields on the resulting form, and then click the **Create** button. You will now be able to create the employee's check in/out record. Refer to the*



**Employee Search**

**Instructions:**

- Step 1: Enter Last Name and First Name then click the "Search" button.
- Step 2: Click the "Select" link to create a new Check In/Out process for employee.

**Note:**  
If employee does not exist in TWMS then click [here](#) to add the employee into TWMS and proceed to Check In/Out process.

Last Name	First Name	Search
cayce	edgar	

Name	UIC	Org	Title
<a href="#">Select</a> CAYCE EDGAR	DEMO1	N15	MANAGEMENT ANALYST

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# Creating a Check In/Out Record

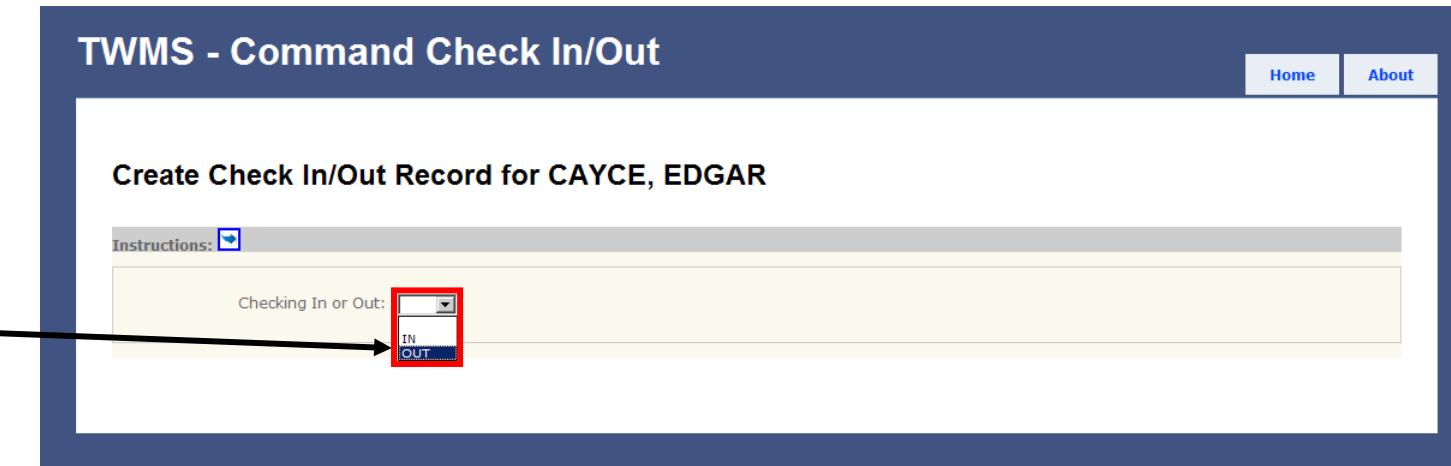
5. Select whether this is a check in record or a check out record. The form to complete and what is required on that form will be different according to what is selected.

**TWMS - Command Check In/Out**

**Create Check In/Out Record for CAYCE, EDGAR**

Instructions: [?](#)

Checking In or Out:



*Note: Except for the fields to complete, the steps for creating a Check In record are identical to the steps shown here for a Check Out record.*

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# Creating a Check In/Out Record

**Only the fields displayed in yellow are required to create this Check Out record.**

6. Complete the remainder of the form as required for your command.

Create Check In/Out Record for CAYCE, EDGAR

Instructions: [? \[x\]](#)

Checking In or Out: **OUT**

Employee Information

**UIC:** Check Out:  
DEMO1  
COMMANDER, NAVY APPLICATION DEMO COMMAND

**Employment Status/Organization:**  
Future:  
Private Industry

Employee Type: CIVILIAN-APF

Supervisor Name: WOLFE, MICHAEL

Holds a current network account: Yes

Date of Departure: **16**

Sponsor Name/Email:

Employee Email: edgar.cayce@navy.mil

Building: 126

Org Code: N622

Reason For Leaving: Resign-To Accept Position In Private Industry

Additional Information:

October 2012

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Select Sponsor)

**Create** **Cancel**

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# Creating a Check In/Out Record

The Check Out record is now displayed and is divided into three tabs. The first tab, "Check In/Out", is the default view and is shown below.

**The three tabs are available here.**

**Click here if you want to archive this record.**

**Click the Save button if you make any changes to this Check Out record.**

**Information here will track the sent notifications, corresponding responses, and overall percentages.**

**Feedback will let you know the check out record has been created.**

**Listed here are all the functional areas for this Check Out record that correspond to the employee's UIC and their employee type.**

Check In/Out   Upload Documents   Communications

PERSONNEL CHECK OUT: CAYCE, EDGAR

This record was created by TWMS User: WOLFE, MICHAEL

[Print Screen](#) | [Back to List](#)

Save

Terminate All Required Actions and Archive this record

Functional Areas:2   Notifications Sent:0   POC Responses:0   Response Status: % 0

Check OUT record has been created for CAYCE, EDGAR . In order to notify the POCs you need to click the "Notify All POCs" button.

Functional Area	Phase	Phase Notification Criteria	POC Email	Email Sent On	Response	Date Responded	Send/Resend
CAC CARD	1	POC(s) will be notified 7 day(s) BEFORE employee's check out date. Notification will be sent on 12/14/2012	passdecalNBSD@navy.mil		POC has not been notified		<a href="#">Send</a>
OFFICE KEYS	N/A	N/A	ruth.norman@navy.mil		POC has not been notified		<a href="#">Send</a>

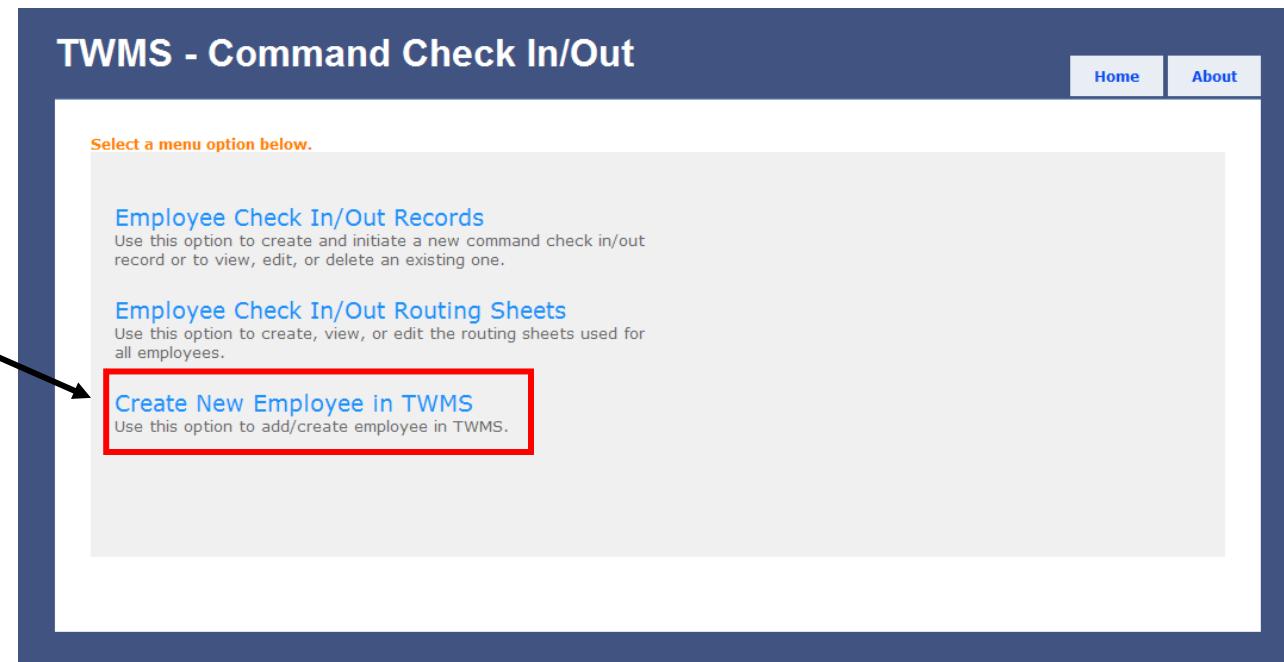
[Print Screen](#) | [Back to List](#)

# Creating a New Employee Record

You can create a new employee record in TWMS if the employee has not yet flowed in from a Program of Record (POR).

To create a new employee record in TWMS:

1. Click the **Create New Employee in TWMS** link from the Check In/Out Main Window.



# Creating a New Employee Record

You are able to create an employee record for any type of employee that you require to be checked in using TWMS.

2. Select the employee type of this new record.

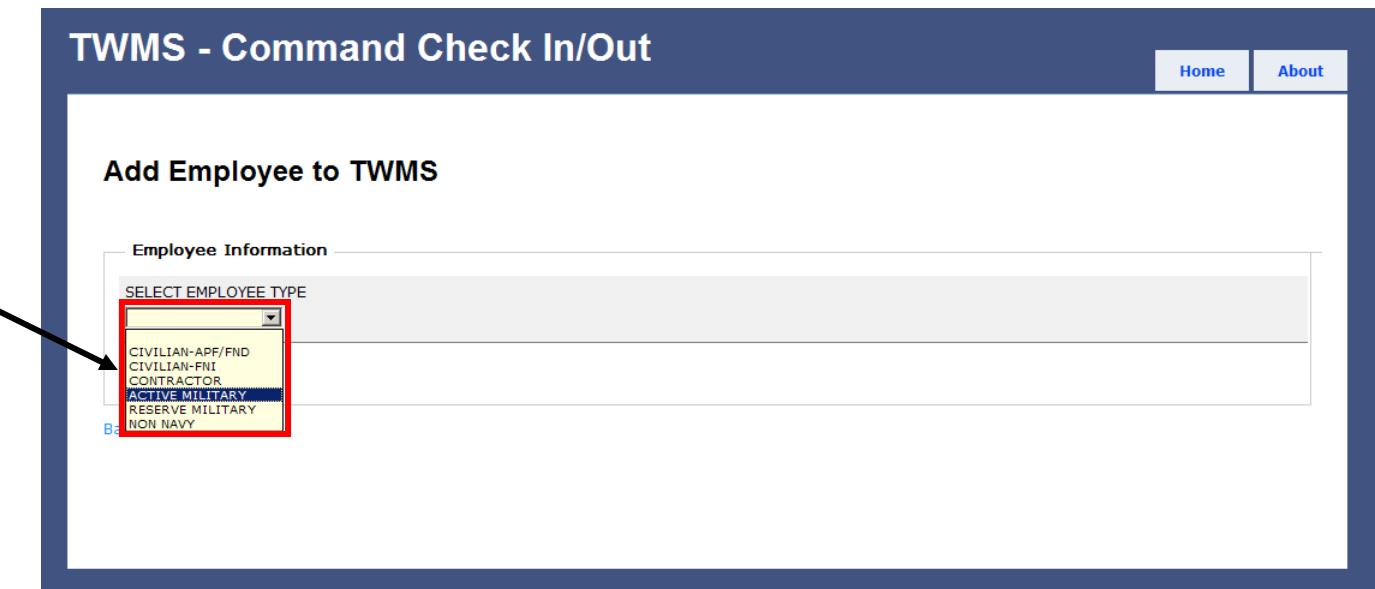
**TWMS - Command Check In/Out**

[Home](#) [About](#)

**Add Employee to TWMS**

**Employee Information**

SELECT EMPLOYEE TYPE

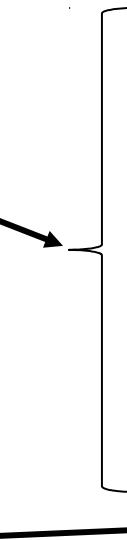


- CIVILIAN-APF/FNI
- CIVILIAN-FNI
- CONTRACTOR
- ACTIVE MILITARY**
- RESERVE MILITARY
- NON NAVY

# Creating a New Employee Record

A duplicate record will not be created once TWMS receives the employee information from the appropriate POR.

2. Complete the resulting form. All fields in yellow are required to create the employee record.



**TWMS - Command Check In/Out**

**Add Employee to TWMS**

**Employee Information**

SELECT EMPLOYEE TYPE  
ACTIVE MILITARY

LAST NAME CONNOLLY	FIRST NAME SEAN	MIDDLE NAME
SSN 000-00-0055	ORGANIZATION CODE N13	TITLE SECURITY
UIC DEMO1 - DEMO1 : COMMANDER, NAVY APPLICATION DEMO COMMAND	UIC Lookup	
DATE OF BIRTH 02/02/1975	GENDER Male	REPORTING DATE 02/04/2013
GRADE E-5	ACC 100	Rank/Rate MA2
DUTY STATION		
Duty Station Lookup		
<b>Create</b>		

Back

3. Click **Create**.

# Creating a New Employee Record

If the reporting date of the employee is in the future then the new employee record will have the “Prospective Gain” record status. If the reporting date of the employee is in the past then the new employee record will have the “Active-On Board” record status. Regardless of the status, the record will be available in other areas of TWMS such as the Home page.

**Finding records using the “Prospective Gains” record status will display the newly created employee record. Clicking Advance Search and entering a Gain UIC will further filter your Prospective Gains.**

The screenshot shows the TWMS interface with the following details:

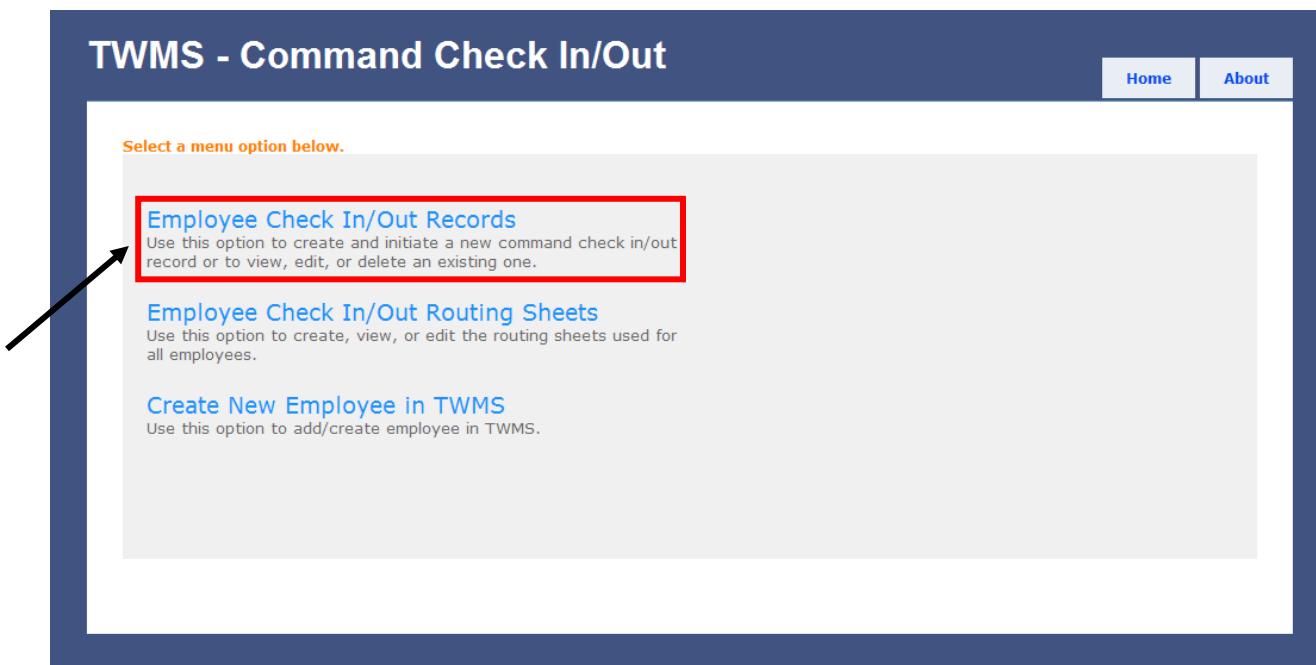
- NAVIGATION:** A sidebar with various links: HOME, Login/Logout, General Information, Assignment/Position Info, IA/Deployment/TAD Info, IA Prescreening, Pay History, Training/Educ/Cert & Skills, Awards/Quals Info, Personal/Recall Information, Security Clearance Info, Awards Info, CyberSecurity Workforce Info, Assigned Assets, Uploaded Documents, and Data Exceptions/Changes.
- Information:** A sidebar with links: Contact Us, Data Update Status, Employee Locator, Documentation & Training, and TWMS Updates.
- Record Status:** Set to "Prospective Gains".
- Employee Type:** Set to "All Types".
- Search Fields:** SSAN, MAJCOM/BSO, Civ Pay Plan, Enlisted Rating/Rank, Officer Designator, Military AQD, CMD Spec Prog, CNI Program, Org Element, Base Location, Gain UIC (set to "DEMO1"), and Check-In/Out Req.
- Advanced Search:** A button labeled "Advanced Search" with a dropdown arrow.
- Results:** A table showing employee details for "CONNOLLY, SEAN MA2". The table includes columns: EMPLOYEE NAME, OFFICIAL UIC, OFFICIAL ORG, GAINING UIC, GAINING ORG, CURRENT RIN, GAINING RIN, PROSPECTIVE REPORT DATE, and EMPLOYEE TYPE. The "PROSPECTIVE REPORT DATE" is listed as "2/4/2013" and the "EMPLOYEE TYPE" is "ACTIVE DUTY".
- Bottom Buttons:** Check-In Required, Check-Out Required, and Overdue Gain/Loss.

# Searching for Check In/Out Records

You can search for all existing Check In and Check Out records for employees within your scope.

To search for and view an existing Check In/Out record for an employee:

1. Click the **Employee Check In/Out Records** link from the Check In/Out Main Window.



# Searching for Check In/Out Records

By default, all existing Check In/Out records within your scope having a “Pending” status will be displayed here. You can search for specific records you are interested in including those that have already been archived.

**Click here to expand/collapse the instructions for this page.**

2. Enter any search criteria to find the record(s) you want to view and then click **Search**.

Instructions:

**Create Record**

Click [Here](#) To Create New Check-In/Out Record.

**Search**

UIC:  Search results of the selected UIC will include the Check In/Check Out records that match at least one of the following UICs; Official, Assigned, Check In, or Check Out.

Name: Cayce  
At minimum please enter full or partial Lastname. Entering full or partial Firstname is optional and must be separated by a comma and a space. (Example 1: Lastname) (Example 2: Lastname, Firstname)

Status:

Check In/Out:

**Search** **Reset**

**Delete**

**Export To Excel**

Overall Functional Areas:21631 Notifications Sent:8111 POC Responses:4347 Response Status: % 53

1403 items in the list - Sort By:

Select Action	Employee	Check IN	Official	Assigned	Check In	Check Out	Date
	Name	on Date	UIC	UIC	UIC	UIC	Created

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# Searching for Check In/Out Records

After selecting the Check In/Out record you want to view, you will be able to edit, upload documents, send notification emails, and attach any notes to it. You can also delete any Check In/Out record.

3. Click the Edit/View link corresponding to the Check In/Out record you want to view.

**You are also able to click the Delete button to delete this Check Out record.**

Select	Action	Employee Name	Check IN or Out?	Status	Official UIC	Assigned UIC	Check In UIC	Check Out UIC	Date Created
<input type="checkbox"/>	<a href="#">Edit/View   Delete</a>	CAYCE, EDGAR	OUT	Pending	DEMO1	DEMO1		DEMO1	11/29/2012 4:49 PM

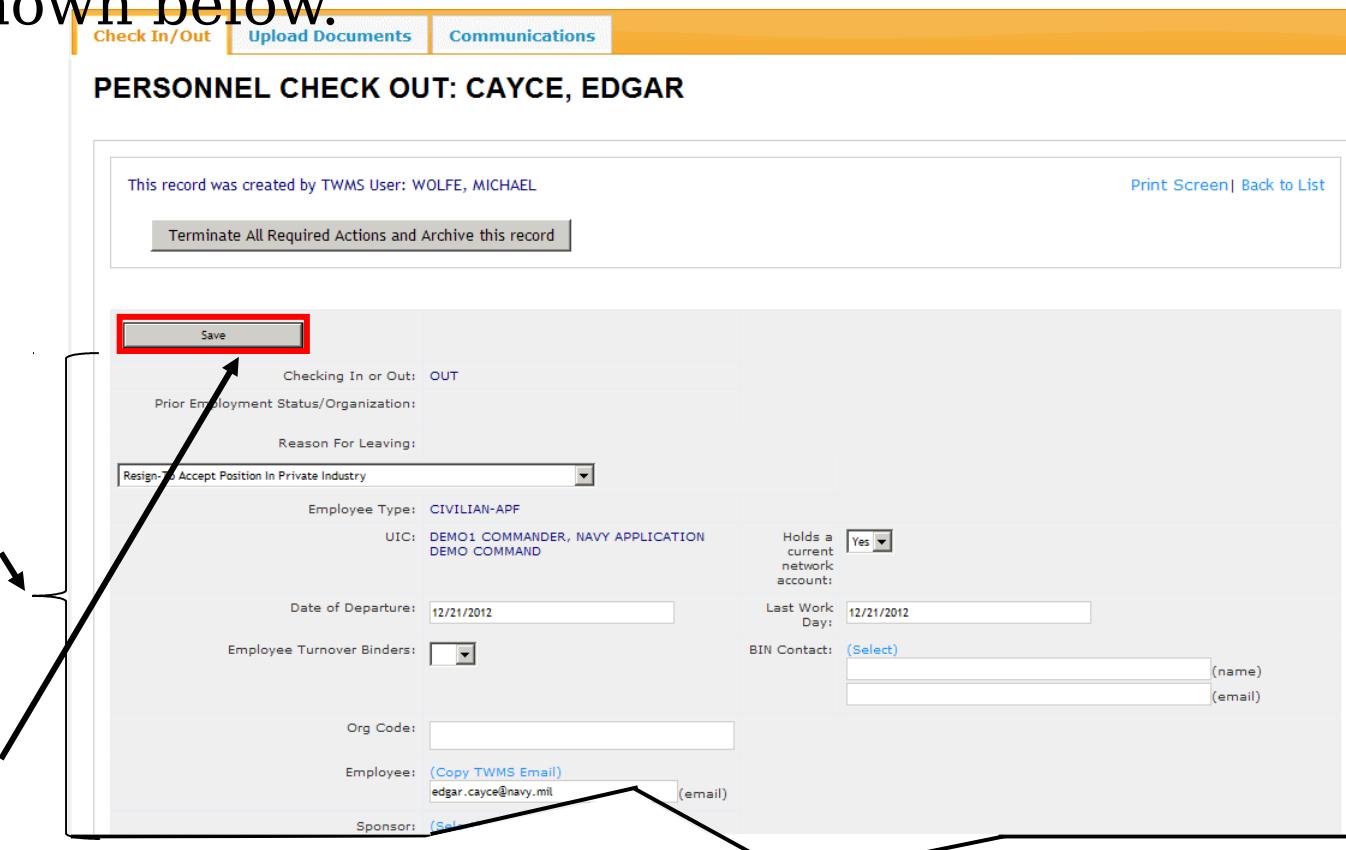
  

Select	Action	Employee Name	Check IN or Out?	Status	Official UIC	Assigned UIC	Check In UIC	Check Out UIC	Date Created
<input type="checkbox"/>	<a href="#">Edit/View   Delete</a>	CAYCE, EDGAR	OUT	Pending	DEMO1	DEMO1		DEMO1	11/29/2012 4:49 PM

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# Editing Check In/Out Records

The Check In or Check Out record will open and is divided into three tabs. These tabs will help to both organize the information and communicate changes between the employee, the POCs, and the Check In/Out Coordinator. The first tab, “Check In/Out”, is the default view and is shown below.



Check In/Out   Upload Documents   Communications

PERSONNEL CHECK OUT: CAYCE, EDGAR

This record was created by TWMS User: WOLFE, MICHAEL

Print Screen | Back to List

Terminate All Required Actions and Archive this record

**Save**

Checking In or Out: OUT

Prior Employment Status/Organization:

Reason For Leaving:

Resigned/Accept Position In Private Industry

Employee Type: CIVILIAN-APF

UIC: DEMO1 COMMANDER, NAVY APPLICATION  
DEMO COMMAND

Holds a current network account: Yes

Date of Departure: 12/21/2012

Last Work Day: 12/21/2012

Employee Turnover Binders:

BIN Contact: (Select) (name) (email)

Org Code:

Employee: (Copy TWMS Email)  
edgar.cayce@navy.mil (email)

Sponsor: (S-1)

To edit a Check In/Out record:

1. Enter or update any information on the record.
2. Click the **Save** button.

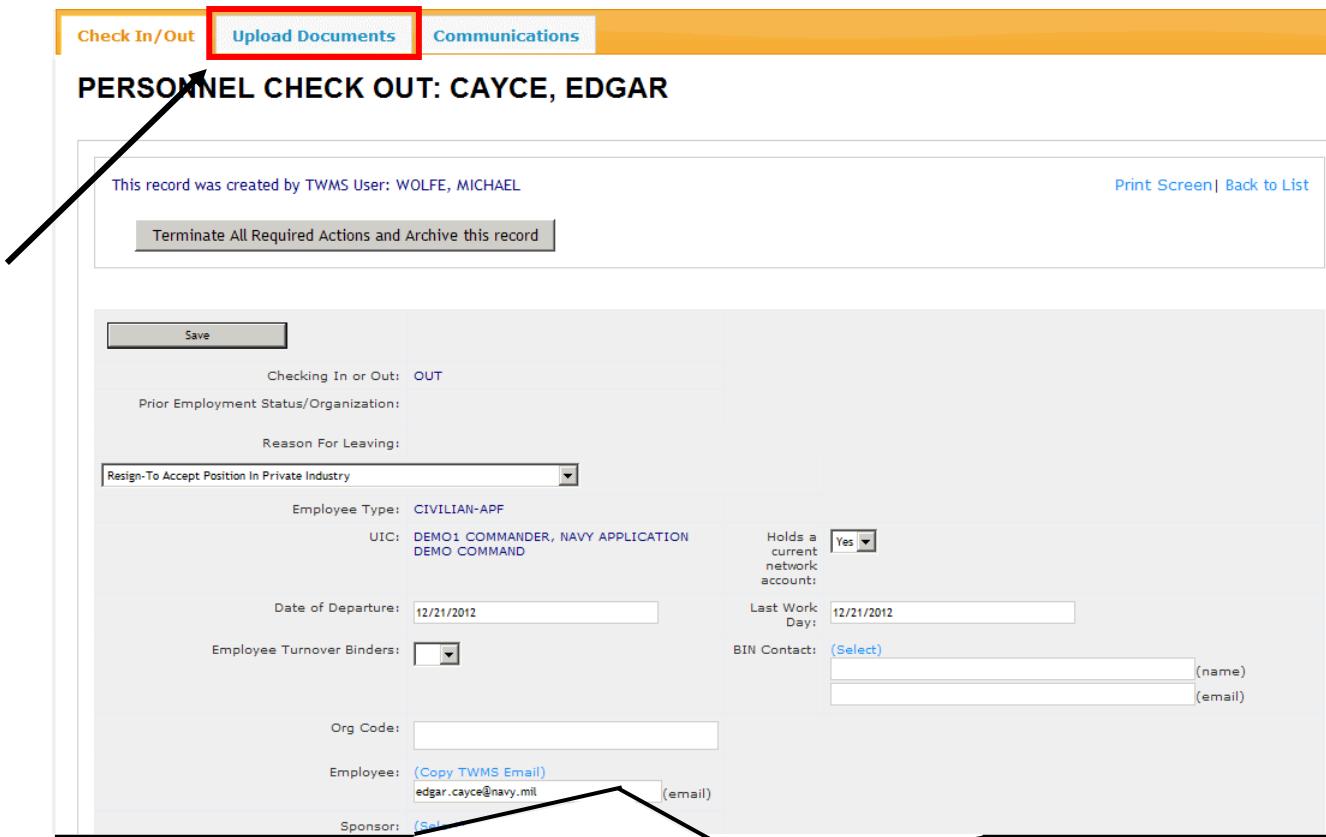
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# Uploading Documents

All personnel having access to a Check In/Out record will also have the ability to upload a document.

To upload documents linked to a Check In/Out record:

1. Click the **Upload Documents** tab.



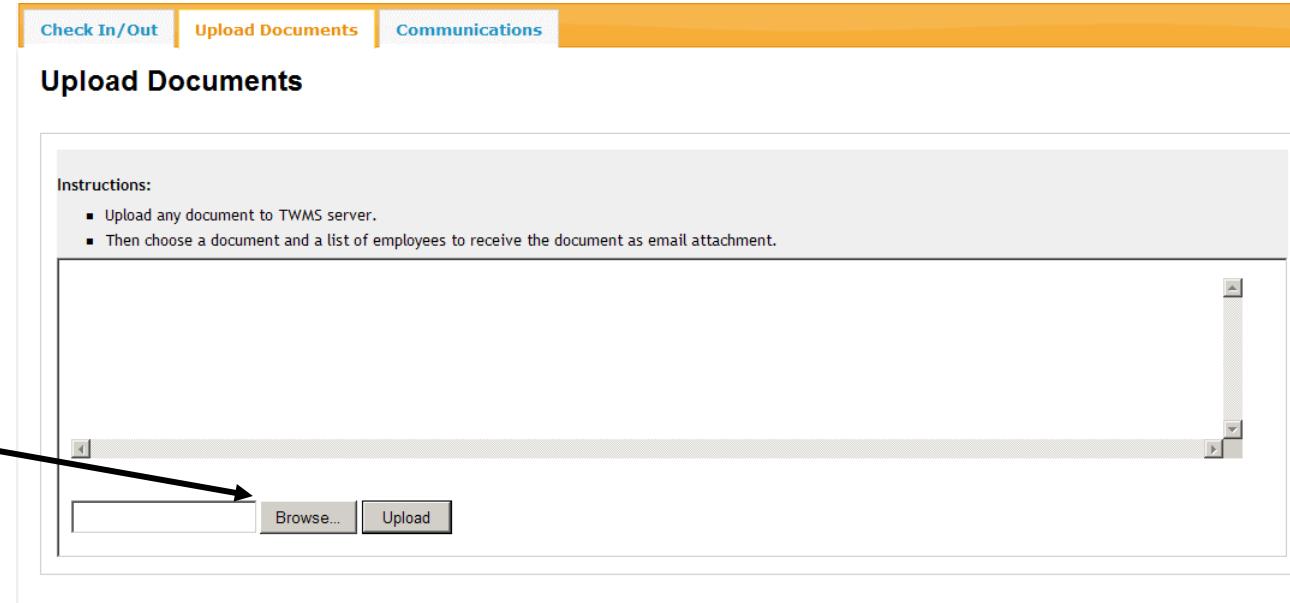
The screenshot shows a web-based application for personnel check out. At the top, there is a navigation bar with three tabs: 'Check In/Out' (highlighted in orange), 'Upload Documents' (highlighted with a red box and a black arrow pointing from the previous list item), and 'Communications'. Below the navigation bar, the title 'PERSONNEL CHECK OUT: CAYCE, EDGAR' is displayed. A message indicates that the record was created by TWMS User: WOLFE, MICHAEL. There are buttons for 'Print Screen' and 'Back to List'. The main form contains fields for 'Checking In or Out: OUT', 'Prior Employment Status/Organization', 'Reason For Leaving' (set to 'Resign-To Accept Position In Private Industry'), 'Employee Type: CIVILIAN-APF', 'UIC: DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND', 'Holds a current network account: Yes', 'Date of Departure: 12/21/2012', 'Employee Turnover Binders: Yes', 'Last Work Day: 12/21/2012', 'BIN Contact: (Select)', 'Org Code: (name) (email)', 'Employee: (Copy TWMS Email) edgar.cayce@navy.mil (email)', and 'Sponsor: (Select)'. At the bottom of the form, there is a note: '\*For Official Use Only\* \* Safeguard in accordance with the provisions of the Privacy Act\*'

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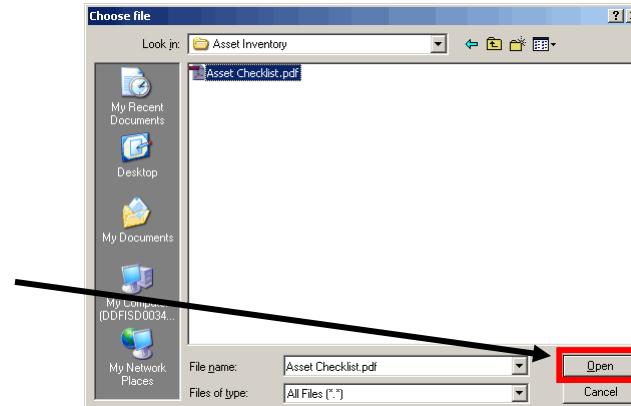
# Uploading Documents

Uploading documents will assist the POCs, employee, and the Check In/Out Coordinator to facilitate the check in and check out process.

2. Click the **Browse** button.



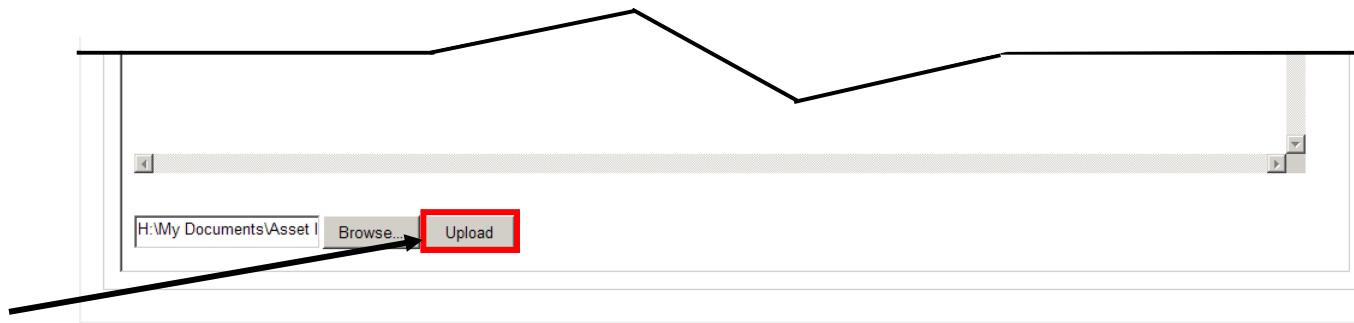
3. Locate the folder and file where the document is located and then click **Open**.



# Uploading Documents

After uploading, this document can be opened by anyone having access to the Check In or Check Out record.

4. Click the **Upload** button.



**The file has been uploaded.**

5. Click the **View or Delete** button to view or delete the uploaded document. The only person that can delete a document is the one who uploaded it.

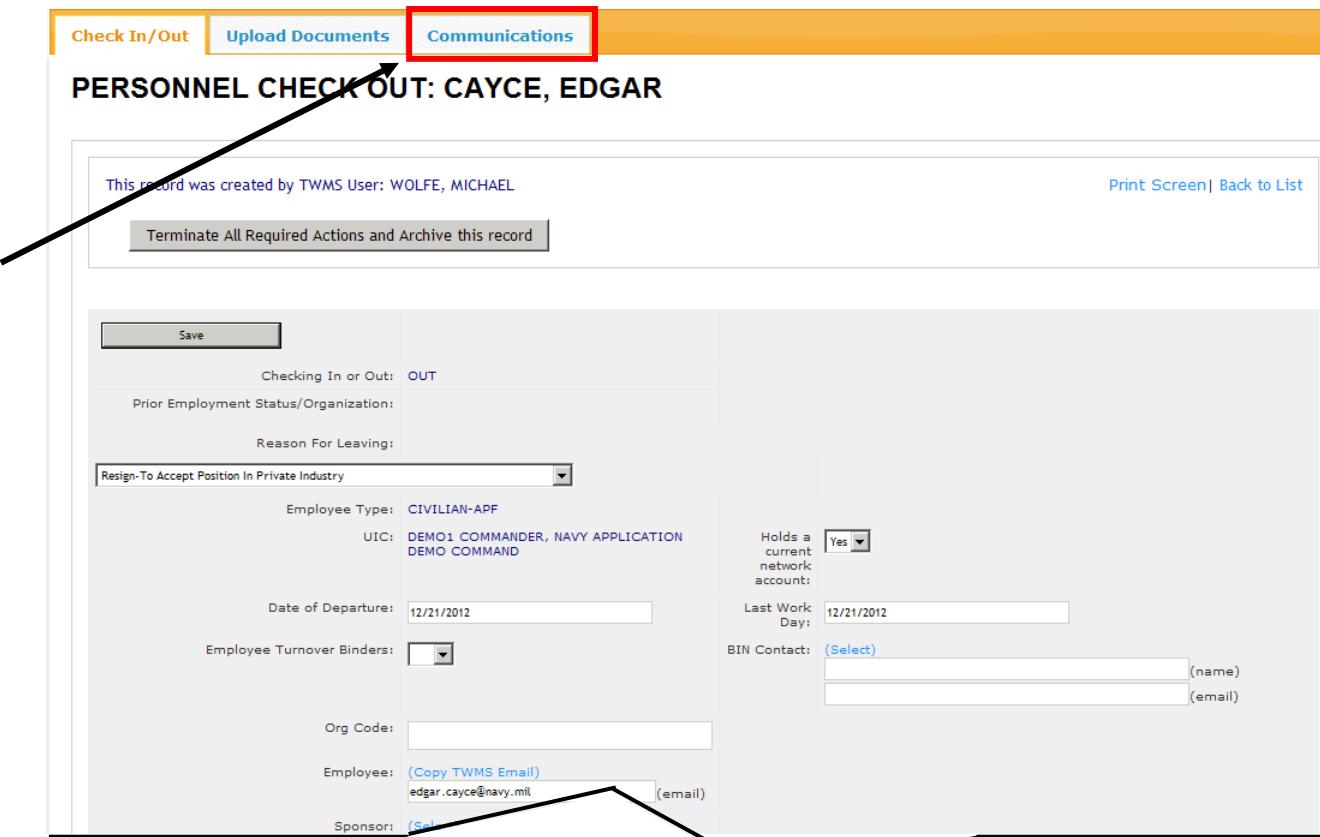


# Sending Documents and Messages

All personnel having access to a Check In/Out record for an employee will have the ability to send documents and messages to them or to anyone else in TWMS.

To send a document or message linked to a Check In/Out record:

1. Click the **Communications** tab.



The screenshot shows the TWMS Personnel Check Out interface for an employee named CAYCE, EDGAR. The top navigation bar has three tabs: 'Check In/Out' (highlighted in yellow), 'Upload Documents', and 'Communications' (highlighted with a red box and an arrow pointing from the previous list item). The main title is 'PERSONNEL CHECK OUT: CAYCE, EDGAR'. Below the title, a message states 'This record was created by TWMS User: WOLFE, MICHAEL'. There is a button to 'Terminate All Required Actions and Archive this record'. The form fields include:

- Checking In or Out: OUT
- Prior Employment Status/Organization: (dropdown menu)
- Reason For Leaving: Resign-To Accept Position In Private Industry (dropdown menu)
- Employee Type: CIVILIAN-APF
- UIC: DEMO1 COMMANDER, NAVY APPLICATION  
DEMO COMMAND
- Holds a current network account: Yes (checkbox)
- Date of Departure: 12/21/2012
- Last Work Day: 12/21/2012
- Employee Turnover Binders: (checkbox)
- BIN Contact: (Select) (dropdown menu)
  - (name)
  - (email)
- Org Code: (text input)
- Employee: (Copy TWMS Email)  
edgar.cayce@navy.mil (email)
- Sponsor: (text input)

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# Sending Documents and Messages

The first step is to search for the recipients of the document or message you want to send.

2. Enter any search criteria and then click the **Show List of Recipients** button.

**In these steps we will send a document and a message to the employee of this Check Out record.**

3. Select the row of the name from the resulting search list to add it to the list of recipients.

The screenshot shows the 'Document Communication' search interface. At the top, there are three tabs: 'Check In/Out' (highlighted in orange), 'Upload Documents', and 'Communications'. Below the tabs, the title 'Document Communication' is displayed. The 'Search Recipients' section contains fields for 'UIC/OrgCode' (radio buttons for 'Official' and 'Assigned'), 'Employee Type' (dropdown menu), 'UIC' (text input), 'OrgCode' (text input), 'Last Name' (text input with 'cayce' typed), and 'First Name' (text input). A red box highlights the 'Show List of Recipients' button. Below this is a table with columns: Lastname, Firstname, MI, TYPE, Email, Official UIC, Official OrgCode, Assigned UIC, Assigned OrgCode, Title, and key. A single row is selected, showing 'CAYCE', 'EDGAR', 'CIVILIAN-APF', 'edgar.cayce@navy.mil', 'DEMO1', 'N02', 'DEMO1', 'N15', 'MANAGEMENT ANALYST', and '120694-CA'. The entire row is highlighted with a red box. A red arrow points from the 'Show List of Recipients' button to this highlighted row. Another red arrow points from the 'Selected Recipients' section below to the same row in the table. The 'Selected Recipients' section has columns: Lastname, Firstname, Email, and key. A button 'Clear Selected Recipients' is at the bottom. The bottom of the page features a decorative footer line.

Lastname	Firstname	MI	TYPE	Email	Official UIC	Official OrgCode	Assigned UIC	Assigned OrgCode	Title	key
CAYCE	EDGAR		CIVILIAN-APF	edgar.cayce@navy.mil	DEMO1	N02	DEMO1	N15	MANAGEMENT ANALYST	120694-CA

# Sending Documents and Messages

After you have searched for and selected your recipients then you can send any previously uploaded documents and/or a message.

**The selected employee now appears on the list of recipients.**

4. If you want to send a document then select them from the list of documents that have already been uploaded.
5. If you want to send a message then write it in the text field.
6. If you want to save this message as part of the communication history of this Check Out record then click the **Save Communication Message** button.

The screenshot shows a software interface for sending documents and messages. It includes the following sections:

- Selected Recipients:** A table with columns: Lastname, Fristname, Email, and key. The row for "CAYCE, EDGAR, edgar.cayce@navy.mil, 120694-CA" is highlighted with a red border.
- Select Documents to Send:** A table with columns: Select, FileName, Extension, and Uploaded. The row for "H:\My Documents\Asset Inventory\Asset Checklist.pdf" is highlighted with a red border. A checkbox is checked next to the file name.
- Communication Messages:** A section with a text area containing "Please review this asset list and bring these items with you at your scheduled appt." and a "Save Communication Message" button.
- Buttons:** "Save Communication Message" (Optional) and "Send Email".

Red arrows point from the numbered steps in the list above to the corresponding sections in the screenshot.

# Notifying POCs

After you have selected and opened a Check In/Out record you will be able to notify the appropriate POCs.

To notify POCs of a Check In/Out record:

1. Click the **Notify All POCs** link. This will send an email to those POCs who have NOT already been notified.

*Note: You can also notify an individual POC by clicking the "Send" link corresponding to that functional area.*

**The POCs listed here have not yet been notified for this check out record.**

Functional Area	Phase	Phase Notification Criteria	POC Email	Email Sent	Response	Date Responded	Send/Resend
CAC CARD	1	POC(s) will be notified 2 days BEFORE employee's check out date. Notification will be sent on 12/14/2012	pass1teamBSD@navy.mil	POC has not been notified			<a href="#">Send</a>
OFFICE KEYS	N/A	N/A	edit.norman@navy.mil	POC has not been notified			<a href="#">Send</a>

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# Notifying POCs

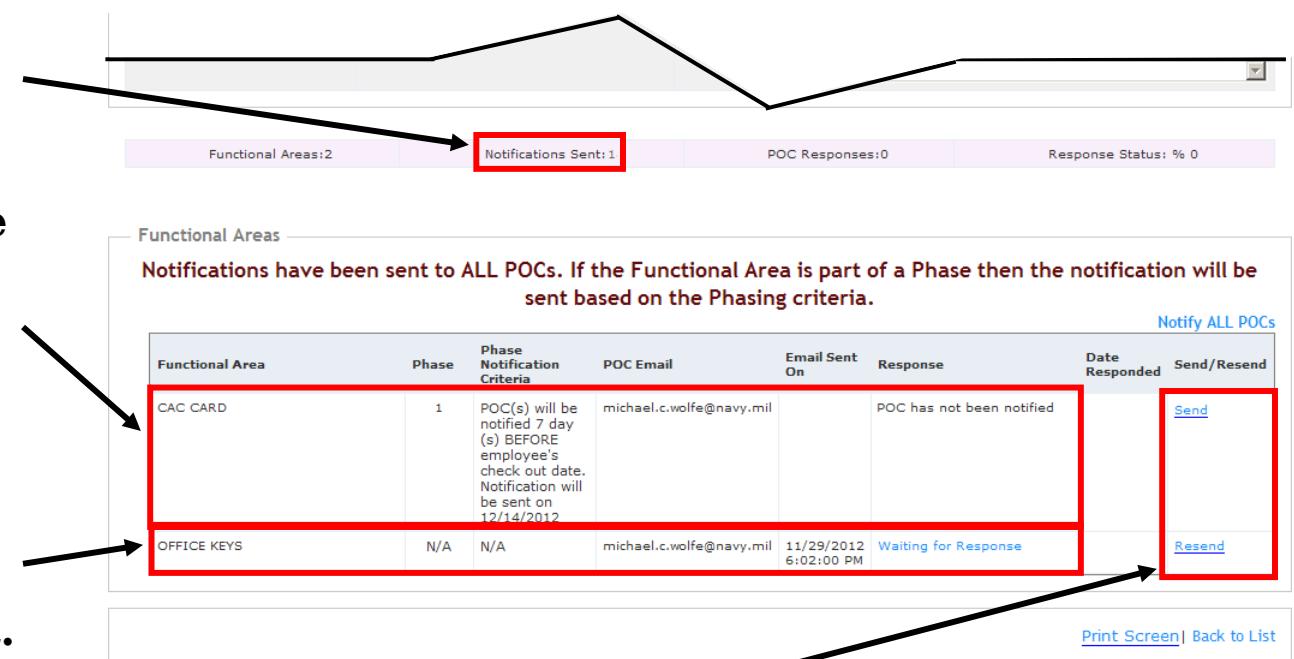
For those functional areas where a phasing criteria has been set, those POCs will not be evaluated until TWMS' nightly process determines whether an email needs to be sent.

**The number of notifications sent is tracked here.**

**The POC for this functional area will not be notified until TWMS evaluates whether or not to send an email based on POC phasing.**

**functional area was immediately notified because there was no phasing associated with it.**

**The “Send” and “Resend” links will immediately send an email to the POC regardless of any associated phasing.**



The screenshot shows a software interface for managing notifications. At the top, there is a header with the following information: Functional Areas: 2, Notifications Sent: 1 (highlighted with a red box), POC Responses: 0, and Response Status: % 0. Below this, a message states: "Notifications have been sent to ALL POCs. If the Functional Area is part of a Phase then the notification will be sent based on the Phasing criteria." A "Notify ALL POCs" button is located to the right. The main content is a table titled "Functional Areas" with the following data:

Functional Area	Phase	Phase Notification Criteria	POC Email	Email Sent On	Response	Date Responded	Send/Resend
CAC CARD	1	POC(s) will be notified 7 day (s) BEFORE employee's check out date. Notification will be sent on 12/14/2012.	michael.c.wolfe@navy.mil		POC has not been notified		<a href="#">Send</a>
OFFICE KEYS	N/A	N/A	michael.c.wolfe@navy.mil	11/29/2012 6:02:00 PM	Waiting for Response		<a href="#">Resend</a>

At the bottom right of the table, there are links for "Print Screen" and "Back to List".

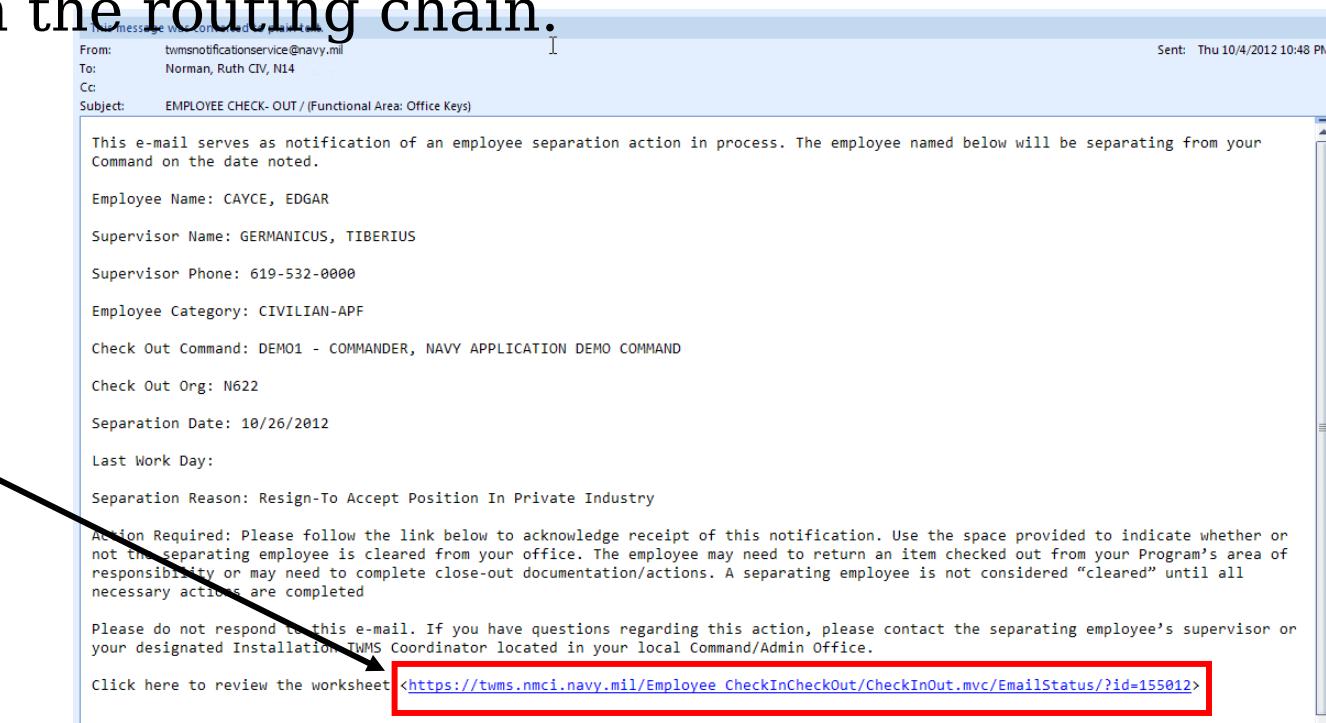
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# Responding to Email Notifications

If you are a POC for a functional area then you will receive email notifications from TWMS when an employee checks in, checks out, or both. You do not need a TWMS account to review the check in or check out record. All emails will include a link that will open the corresponding check in or check out record. After the record is open you will be able to review it and provide the status for your part in the routing chain.

To respond to a check in/out record from an email notification:

1. Click the link in the email you receive from TWMS.



# Responding to Email Notifications

**Click this link if you want to open a read-only version of this check out record.**

2. Select a status for this functional area related to the check out of this employee. You can also add any notes as needed in the available text box.
3. Click the **Save Status** button.

*Note: If you aren't ready to select a status then click the Close Window button. You can return here by clicking the email link again.*

**TWMS - Command Check In/Out**

**\*\*\* Attention \*\*\***

**Check Out**

Employee: "CAYCE, EDGAR(CIVILIAN-APF)" is checking out of Command: [DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND](#), Org Code: [N622](#)  
On: Friday, October 26, 2012.

Please select the appropriate status from the drop-down menu below.

Building: 126  
Has NMCI Account: Yes  
Separation Reason: Resign-To Accept Position In Private Industry

**Functional Area - Office Keys**

**View Check Out Record**

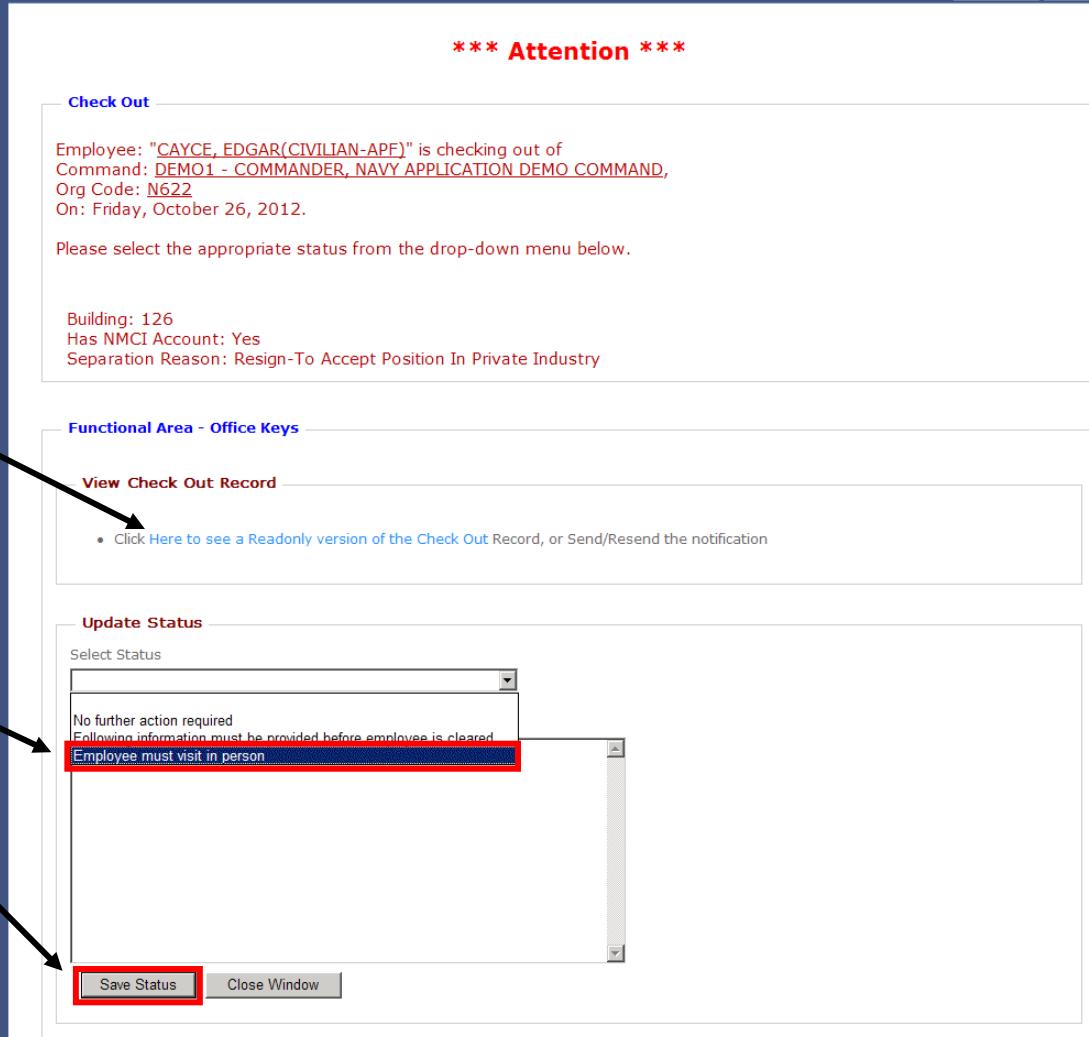
- Click [Here](#) to see a Readonly version of the Check Out Record, or Send/Resend the notification

**Update Status**

Select Status

No further action required  
Following information must be provided before employee is cleared  
Employee must visit in person

**Save Status** **Close Window**



# Responding to Email Notifications

4. Click the **Close Window** button.

**Feedback will let you know your status has been recorded.**

**TWMS - Command Check In/Out**

**Attention**

Employee "CAYCE, EDGAR(CIVILIAN-APF)" is checking out of command DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND, Org Code N02 Friday, September 30, 2011. Please select the appropriate status from the drop-down menu below.

Building: 300  
Has NMCI Account: Yes  
Reason for Leaving: Moving out of area

**Functional Area - Office Keys**

Select Status

No further action required

Please provide additional status, if needed, in the box below.

Updated On: 9/23/2011 3:50:35 PM  
Updated By: NORMAN.RUTH  
Status Updated To: No further action required  
Response:

Save Status **Close Window**

Thank you. Your status has been recorded. Click the "Close Window" button to close the window.

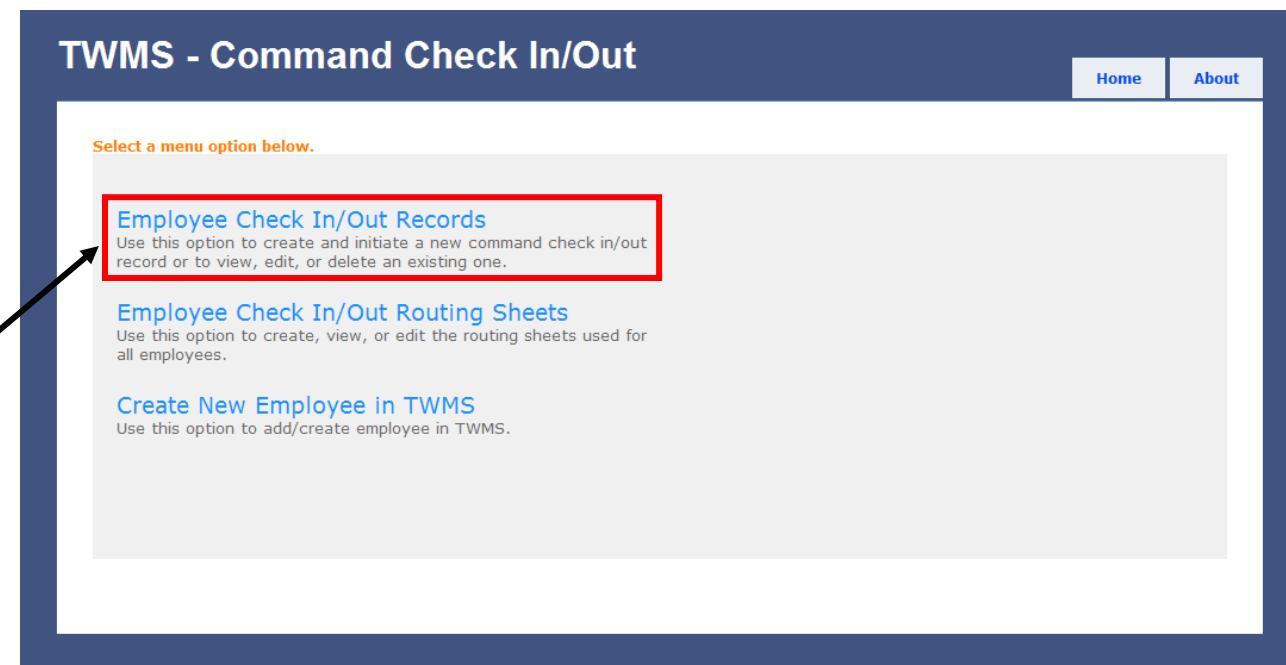


# Tracking Check In/Out Records

TWMS allows you to track the progress of any check in or check out record for the employees within your scope. You can also resend reminder emails to one or more functional areas who have not yet taken any action for their part of the employee's routing sheet.

To track the progress of a Check In or a Check Out record:

1. Click the **Employee Check In/Out Records** link from the Check In/Out Main Window.



# Tracking Check In/Out Records

By default, all existing Check In/Out records within your scope having a “Pending” status will be displayed here. You can search for specific records you are interested in including those that have already been archived.

**Click here to expand/collapse the instructions for this page.**

2. Enter any search criteria to find the record(s) you want to view and then click **Search**.

**Click the Reset button to clear all search criteria.**

**Overall statistics for the records currently displayed are found here.**

Instructions:

**Create Record**

Click [Here](#) To Create New Check-In/Out Record.

**Search**

UIC:  Search results of the selected UIC will include the Check In/Check Out records that match at least one of the following UICs; Official, Assigned, Check In, or Check Out.

Name:  Cayce  
At minimum please enter full or partial Lastname. Entering full or partial Firstname is optional and must be separated by a comma and a space. (Example 1: Lastname) (Example 2: Lastname, Firstname)

Status:

Check In/Out:

**Delete**

**Export To Excel**

Overall Functional Areas: 21631 Notifications Sent: 8111 POC Responses: 4347 Response Status: 53%  
1403 items in the list - Sort By: Name

Select	Action	Employee	Check IN	Official	Assigned	Check In	Check Out	Date
		Name	on Date	UIC	UIC	UIC	UIC	Created

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# Tracking Check In/Out Records

After selecting the Check In/Out record you want to track, you will be able to view the response status of each Functional Area and resend notification emails to the POCs as needed.

3. Click the Edit/View link corresponding to the Check In/Out record you want to track.

**You are also able to click the Delete button to delete this Check Out record.**

Select	Action	Employee Name	Check IN or Out?	Status	Official UIC	Assigned UIC	Check In UIC	Check Out UIC	Date Created
<input type="checkbox"/>	<a href="#">Edit/View   Delete</a>	CAYCE, EDGAR	OUT	Pending	DEMO1	DEMO1		DEMO1	11/29/2012 4:49 PM

Select	Action	Employee Name	Check IN or Out?	Status	Official UIC	Assigned UIC	Check In UIC	Check Out UIC	Date Created
Select	Action	Employee Name	Check IN or Out?	Status	Official UIC	Assigned UIC	Check In UIC	Check Out UIC	Date Created

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# Tracking Check In/Out Records

The Check In/Out record now displays and provides information regarding the response status of each Functional Area.

**Statistics for this record are found here.**

4. Click the Resend button to re-notify the POC of a Functional Area.

This record was created by TWMS User: WOLFE, MICHAEL

Print Screen | Back to List

TERMINATE ALL REQUIRED ACTIONS AND ARCHIVE THIS RECORD

PERSONNEL CHECK OUT: CAYCE, EDGAR

Functional Areas: 2 Notifications Sent: 2 POC Responses: 1 Response Status: % 50

Functional Areas

Functional Area	Phase	Phase Notification Criteria	POC Email	Email Sent On	Response	Date Responded	Send/Resend
CAC CARD	1	POC(s) will be notified 7 day(s) BEFORE employee's check out date. Notification will be sent on 12/14/2012	michael.c.wolfe@navy.mil	11/29/2012 6:02:00 PM	Waiting for Response		Resend
OFFICE KEYS	N/A	N/A	michael.c.wolfe@navy.mil	11/29/2012 6:02:00 PM	Employee must visit in person	12/18/2012 2:41:00 PM	Resend

Notify ALL POCs

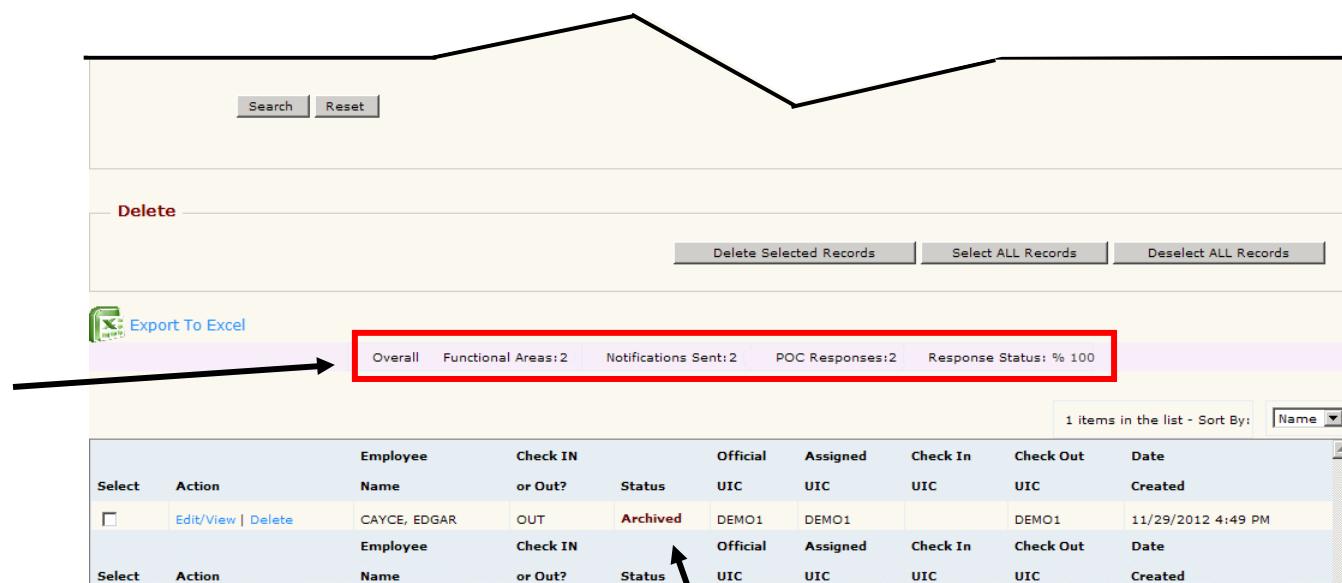
Print Screen | Back to List

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# Tracking Check In/Out Records

The status of a Check In/Out record will change to “Archived” after the responses for all POCs have been set to “No Further Action Required”.

**Statistics for this record reflect that all POCs have responded.**



The screenshot shows a software interface for tracking Check In/Out records. At the top, there are 'Search' and 'Reset' buttons. Below them is a 'Delete' button and three checkboxes: 'Delete Selected Records', 'Select All Records', and 'Deselect All Records'. A 'Export To Excel' button is also present. A red box highlights a row of statistics: 'Overall', 'Functional Areas: 2', 'Notifications Sent: 2', 'POC Responses: 2', and 'Response Status: % 100'. An arrow points from the text 'Statistics for this record reflect that all POCs have responded.' to this row. Below the statistics is a table with two data rows. The first row shows a record for 'CAYCE, EDGAR' with 'Status' set to 'Archived'. The second row is a summary row. The table has columns for 'Select', 'Action', 'Employee Name', 'Check IN or Out?', 'Status', 'Official UIC', 'Assigned UIC', 'Check In UIC', 'Check Out UIC', and 'Date Created'. The 'Status' column for the first row is highlighted with a red box. Another arrow points from the text 'The status of this record is "Archived"' to the 'Status' column of the first table row.

Select	Action	Employee Name	Check IN or Out?	Status	Official UIC	Assigned UIC	Check In UIC	Check Out UIC	Date Created
<input type="checkbox"/>	Edit/View   Delete	CAYCE, EDGAR	OUT	Archived	DEMO1	DEMO1		DEMO1	11/29/2012 4:49 PM
Select	Action	Employee Name	Check IN or Out?	Status	Official UIC	Assigned UIC	Check In UIC	Check Out UIC	Date

**The status of this record is “Archived”.**

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